



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
BUREAU CHIEF, ENVIRONMENTAL PROGRAMS	44*	A	6.809

Under the direction of a Deputy Administrator, Environmental Protection, Bureau Chiefs coordinate, plan, direct and manage environmental activities in the Division of Environmental Protection within the Department of Conservation and Natural Resources.

Establish goals, objectives, schedules, policies and procedures compatible with statutory, regulatory, departmental and divisional requirements; develop work plans, budgets and applications for federal grants in accordance with applicable federal laws and regulations using federal and State accounting policies and procedures to achieve the goals of the division; develop regulations to generate fees from the regulated community and evaluate fee revenues to ensure their adequacy to support environmental regulatory programs; review and approve bills, contract payments, and travel claims in accordance with contracts, goods received and policies and regulations to ensure spending is according to federal and State requirements and authorized levels.

Establish organizational structures and provide programmatic direction and guidance by determining and establishing the number of branches and sections within the bureau to most effectively achieve objectives; develop and implement a strategy that gives long term direction to the bureau; and provide day-to-day programmatic direction and advice to branch supervisors in the execution of strategy to attain goals and objectives.

Plan, organize and direct major, complex statewide environmental programs to ensure compliance with State and federal laws, rules and regulations within the programs of either air quality, water quality, mining regulation and reclamation, water quality planning, waste and chemical hazards management, environmental planning or environmental remediation.

Lead bureau budget development by recommending bureau operational needs and other pertinent cost factors; attend finance, staff and status meetings to represent the bureau; manage budget spending to ensure that expenditures do not exceed authorized budgets and actual revenue.

Direct and manage subordinate staff to include preparing written evaluations; establish work performance standards which are used as a basis for evaluation of work performance; recommend and enforce corrective disciplinary action when necessary by reviewing circumstances, seriousness of the offense, impacts and probable cause to maintain fair and impartial control and to uphold the department's standards of performance.

Attend and represent the division at various hearings, meetings, conferences, public news media interviews, and at city and county council meetings to provide information and answer questions pertaining to federal and State rules and regulations and division policies, procedures and programs.

Provide technical assistance to staff and various committees and groups and serve as an expert witness in lawsuits and other court matters.

Perform related duties as assigned.

* Reflects a 2-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.



MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a natural or physical science, or engineering and six years of progressively responsible professional experience regulating industry's pollution of the environment or environmental affairs, two years of which were in a supervisory capacity; OR an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: environmental terminology. **Working knowledge of:** program development and implementation; industry standards, federal and State laws and regulations; scientific principles associated with waste treatment; current technology for pollution control; the environmental impact associated with the release of toxic chemicals and biological agents; principles of economics to analyze impacts of Bureau decisions on the regulated community; principles and practices of supervision and training; federal and local agencies involved in environmental protection; various scientific disciplines for review of written technical data or oral presentations by expert witnesses at hearings. **General knowledge of:** management fundamentals in order to establish and revise priorities, assign tasks, influence personnel, and improve production; respond to anticipated and unanticipated changes from internal or external sources in order to reach organizational goals and objectives; data processing and the use of personal computers and related software. **Ability to:** organize and manage complex programs related to the control of biological and chemical pollutants discharged to the environment (program elements typically include services, compliance and enforcement, and planning); direct individuals and teams to meet required goals and objectives, prioritize competing demands and track multiple projects and outputs; make comprehensive recommendations on environmental problems; deal with the public in a competent manner even in adversarial situations; work a varied schedule and travel on short notice for business purposes; write clear, concise informative letters, reports and directives; make group oral presentations to present information, explain procedures, and persuade others; analyze information, technical data, problems, situations, practices or procedures to define the problem or objective; establish and maintain effective working relationships; review and critique the work of professional personnel; work positively and cooperatively in a regulatory capacity.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: legal procedures as applied to the enforcement of pollution control; State and federal regulations pertaining to pollution control. **Working knowledge of:** the State Administrative Manual, Rules for State Personnel Administration, the department's affirmative action plan, and the Supervisor's Guide to Prohibitions and Penalties, and the Grievance Procedure; procedures for budget preparation and the application of budget expenditures during the biennium; the Code of Federal Regulations, Nevada Revised Statutes and the Nevada Administrative Code pertaining to air and water quality, solid and hazardous waste, procedural requirements and all aspects of the environmental sciences; interpretation and enforcement of department and division policies and rules. **Ability to:** make decisions and establish priorities; interpret and enforce department and division policies and rules; identify relevant concerns, factors, patterns of operation, tendencies and relationships; evaluate performance, set goals, prepare work performance standards and administer discipline; estimate the cost of a project; prepare and administer budgets for complex environmental control programs; estimate revenues derived from a combination of State appropriated funds, federal grants, permit fees, and penalties.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.809

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